



***TOWN OF HAMILTON - ASSESSORS OFFICE***

***P.O. BOX 429***

***HAMILTON, MA 01936***

***Tel: 978-468-5574 Fax: 978-468-2682***

**Immediate Opening  
HAMILTON ASSESSORS OFFICE  
Administrative Assistant**

**The Town of Hamilton seeks a part-time Administrative Assistant to work 32.5 hrs/wk, (possibly expanding to 37.5 in the future). Individual will work under the supervision of the Director of Assessors.**

**Experience in Assessor's Office with computer background in Munis & Vision or Patriot Valuation System preferred. Must be proficient in Microsoft Word & Excel.**

**Administrative Assistant is responsible for:**

**Processing Motor Vehicle/Boat Excise Bills and Abatements and have the ability to explain related laws and procedures as necessary; Process Statutory Exemptions and Abutters Lists; Perform routine clerical work, including deed maintenance, updating property record cards, filing and data entry. Aptitude for working well with numbers and strong attention to detail. Must be able to work well with the general public, and carry out projects independently. Assists Director of Assessors as needed.**

**Minimum qualifications:**

**Associates Degree highly desired or equivalent administrative experience. Hourly rate will be \$17.91 – 22.68, depending on qualifications and experience, with benefits package.**

**Job description available on Town's website at [www.hamiltonma.gov](http://www.hamiltonma.gov) on Assessor's page.**

**Submit cover letter and resume by January 20, 2014 to Tina Zelano, Director of Assessors, PO BOX 429, 577 Bay Rd. Hamilton, MA 01936.**